

A photograph of the Utah State Capitol building, featuring its large, dark green dome and white columns. The building is partially obscured by trees with vibrant autumn foliage in shades of yellow, orange, and red. A blue flag with the Utah state seal is visible on a pole to the right of the building.

Small Dollar Acquisitions: *Government Purchasing Card (GPC) and Request for Quotations (RFQs)*

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Agenda

- ***PTAC Introduction***
- ***Government Purchasing Card (GPC)***
- ***Small Dollar Acquisitions and Requests for Quotation (RFQ)***
 - Working with Federal Government Solicitations
 - Thresholds
 - Solicitation Methods
 - Locating Suppliers
 - Locating Opportunities
 - What is an RFQ?
 - Solicitation Number
 - Format
 - Forms
 - Example
 - Responding to an RFQ
- ***Questions***



Who is PTAC?

- PTAC stands for Procurement Technical Assistance Center
 - Funded through cooperative agreement with the Defense Logistics Agency (DLA) and the Utah Governor's Office of Economic Development (GOED)
 - PTAC provides free services to Utah businesses
 - Logistics Specialties Inc. (LSI) supports PTAC as a teammate
- Statewide program with offices to support:
 - Salt Lake, Summit, and Tooele Counties
 - Utah, Wasatch and Juab Counties
 - Daggett, Duchesne, Uintah, Carbon, Emery, Grand and San Juan Counties
 - Beaver, Garfield and Iron Counties
 - Washington, Kane, Piute, Wayne, Sevier, Millard and Sanpete Counties
 - Davis, Weber and Morgan Counties
 - Box Elder, Cache and Rich Counties



Mission

**PTAC HELPS BUSINESSES TO SUCCESSFULLY COMPETE
IN THE GOVERNMENT MARKETPLACE BY PROVIDING
KNOWLEDGEABLE AND OUTSTANDING CUSTOMER
SERVICE**



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PTAC FREE Services

- Individual Counseling
 - Bid Proposal Assistance
 - Networking Facilitation
 - Finding the Opportunities: PTAC's BIDMATCH!
 - Develop Marketing Strategy
 - Do they buy what I sell?
 - Government agency historical buy information
 - Provide specifications, commercial standards & procurement histories (manufacturing)
 - Develop a strong Capability Statement
- Training/Education
 - Workshops & Conferences
 - CMMC Training - Webinar
 - Virtual webinar - Grow Your Business with Government Contracts
 - Annual PTAC Procurement Opportunities Presentation (POP) Webinar – October 15
- Registration Assistance (Data Universal Numbering System (DUNS), System for Award Management (SAM))
 - Duns changing to Unique Entity Identifier (December 2020)
- Agency Assistance Examples
 - General Services Administration (GSA)
 - Department of Defense (DoD), Army, Navy, Air Force, etc.
 - Defense Logistics Agency (DLA)
 - Department of Interior (DOI)



Contact Information

Counties

- So Salt Lake
 - Alex Quayson-Sackey,
aquayson@utah.gov
- Salt Lake, Tooele, Summit
 - Paula Kramer, pkramer@utah.gov
- Washington, Kane, Piute,
Wayne, Sevier, Millard and
Sanpete
 - Cameron Findlay,
findlay@utah.gov
- Beaver, Garfield and Iron
 - Joni Anderson,
andersonjoni@suu.edu

Counties

- Daggett, Duchesne, Uintah,
Carbon, Emery, Grand and
San Juan
 - Jack Schons, jschons@utah.gov
- Utah, Wasatch, Juab
 - Thomas Gerke, tgerke@utah.gov
- Davis, Weber and Morgan
 - Mary Ann Flinders,
mflinders@utah.gov
- Box Elder, Cache, Rich
 - Mark Alexander,
mark.cbrc@btech.edu



Government Purchasing Card (GPC) Presentation

Please hold ???'s until the end of
the GPC and the Small Dollar
Acquisition/RFQ Discussion



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Small Dollar Acquisitions and Request for Quotations (RFQs) Presentation

Please hold ???'s until the end of the
Small Dollar Acquisition/RFQ
Discussion



Preparing to Work with Federal Government Solicitations

- Good things to do when starting out
 - Define what you do; what is your industry and what do you want to sell; create a business plan
 - Define your North American Industry Classification Codes (NAICS)
 - Identify your Federal Supply Group/Class (FSG/FSC) for products and Product Service Codes (PSC) for services (DOD uses them)
 - Obtain a Dun and Bradstreet (DUNS) number; Register in the System for Award Management (SAM); obtain a Contractor and Government Entity (CAGE) Code
 - Develop a compelling small business profile and capability statement; design a company website and business cards
 - Develop social media profiles, i.e., Facebook, Linked In, etc.
 - Conduct market research; who buys what you sell
 - Find bid opportunities, prime and subcontract opportunities



Small Dollar Acquisitions Thresholds

- *Micro-purchase* = an acquisition of supplies or services using simplified acquisition procedures, which does not exceed the micro-purchase threshold of \$3500 and under for most agencies, or \$10,000 and under for Department of Defense (DOD), General Services Administration (GSA) and National Aeronautics and Space Administration (NASA)
 - Not Set-aside for small business
 - Not published in [beta.sam.gov/Contract Opportunities](https://beta.sam.gov/Contract)



Small Dollar Acquisition Thresholds cont'd

- *Simplified Acquisition Threshold (SAT)* = an acquisition of supplies or services which exceeds the micro-purchase threshold, but does not exceed \$150K for most agencies or \$250K for DoD (DoD Deviation 2018-O0018)
- Above Micro-Purchase threshold, automatically set-aside for small business
- Acquisitions over \$25K are published in [beta.sam.gov/Contract Opportunities](https://beta.sam.gov/Contract%20Opportunities)



Simplified Acquisition Procedures (SAP)

- Federal Acquisition Regulation (FAR) Part 13
- The Contracting Officer MUST not:
 - Solicit Quotations based on personal preference
 - Restrict solicitations to suppliers of well-known makes or brands
- Brand name justifications are required to be posted to beta.sam.gov (see 13.106-1(b))
- If not posting the RFQ to beta.sam.gov, maximum practicable competition ordinarily can be obtained by soliciting quotations or offers from sources within the local trade area
- ...Consider solicitation of at least three sources to promote competition. Whenever practicable, request quotations or offers from two sources not included in the previous solicitation; may solicit from one source if only one source reasonably available



Solicitation Methods

- *Micro-purchase*
 - Oral Solicitation
 - Request for Quotation (RFQ)(rare)
- *Up to Simplified Acquisition Threshold*
 - Oral Solicitation (\$10K - \$25K)
 - Request for Quotation (RFQ)
 - Invitation for Bid (IFB), non complex, no communication



Solicitation Methods Reviewed

- Oral Solicitation – Call Vendor, provide their requirement, ask for price and delivery
- Request for Quotation (RFQ) – Posted on beta.sam.gov (if over \$25K)
 - Used under Simplified Acquisition Threshold
 - Request price, delivery schedule, payment terms, and other terms and conditions
 - Vendors respond to RFQ with a quote
 - Quotes are not offers and cannot be accepted to form a binding contract
 - Government's offer – Purchase Order; contract established when supplier accepts offer by proceeding with work to the point where substantial performance has occurred or written acceptance (preferred)
 - Caution – Government can withdraw, amend or cancel offer by written notice anytime before acceptance occurs (FAR 13.004(c))
- Invitation for Bid (IFB) – Posted on beta.sam.gov (over \$25K)
 - Sealed, Competitive bids, Public bid opening
 - Government requirements clearly/accurately described
 - Price is key



How Does the Government Locate Suppliers?

- *Market Research*
 - Per (FAR 10.001) – conduct market research appropriate to circumstances
- *Under Micro-purchase Threshold* – locate vendors through historical information, Internet searches, SBA Dynamic Small Business Search (DSBS), reviewing System for Award Management (SAM), etc.; these are not small business set-asides
- *Over Micro-purchase Threshold to SAT* – similar process as above for under \$25K; over \$25K up to SAT, publish Request for Information (RFI), Sources Sought Synopsis in beta.sam.gov, review DSBS, review SAM; these are automatically set-aside for small business programs



Locating Small Dollar Opportunities

- *How Do I find Opportunities under the \$25K threshold?*
 - Good searchable, updated website; make sure links work!
 - Put keywords on site that appeal to your target agency
 - Connect with Contracting Officers (COs), end users, Small Business Offices
 - Keep your Small Business Administration (SBA) Dynamic Small Business Search (DSBS) profile current; review/update: https://web.sba.gov/pro-net/search/dsp_dsbs.cfm
 - Attend industry days, procurement conferences, attend industry association events, review Linked In

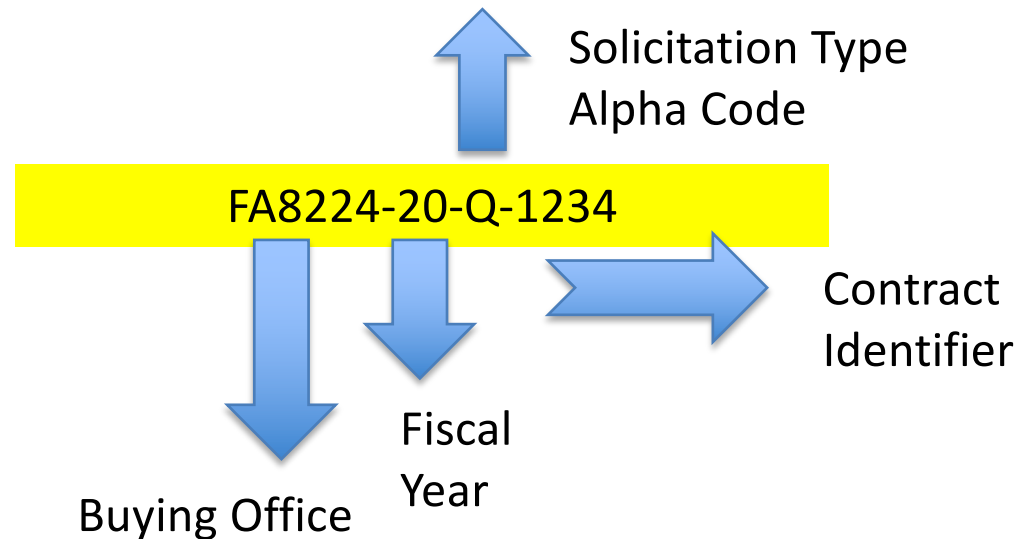


What is an RFQ?

- RFQ is Informational
 - Used by the government to obtain information and quotations
 - Utilized on acquisitions that are under the Simplified Acquisition Threshold
 - Simplified acquisition procedures apply (FAR Part 13)
 - RFQ may also be used in circumstances where simplified acquisition procedures are not used (Commercial items)
 - Bid package typically includes Standard Form 18 (SF18)
 - Standard Form 1449 (SF1449) may be used if written quote requested and soliciting commercial items



Understanding the Solicitation Number



Alpha Code Meanings

- R = Request for Proposal
- B/I = Sealed bid (IFB)
- T = RFQ under \$25k
- Q = RFQ under \$150k or \$250K



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RFQ Format

- **Solicitations for bids estimated to be below the SAT, will use a streamlined contract format and may or may not use some of the parts and sections outlined in the Uniform Contract Format**
- RFQ follows the Uniform Contract Format (FAR 15.204-1) consisting of four parts
 - Part I
 - – Section A – Solicitation/Contract Form (SF33, SF26, SF18, SF1449, etc.)
 - – Section B – List of supplies & services to be acquired
 - – Section C – Outlines or explains the statement of work
 - – Section D – Describes packaging requirements
 - – Section E – Specifies inspection and acceptance



RFQ Format cont'd

- Section F – Describes delivery and performance
- Section H – Outlines any special provisions
- Part II
 - – Section I – Contract clauses
- Part III
 - – Section J – List of attachments
- Part IV
 - – Section K – Representations, certifications and other statements of offerors
 - – Section L – Instructions, conditions and notices to offerors or respondents
 - – Section M – Evaluation factors and award (not required on an RFQ per FAR 13.106-1(2)(iii)) - Solicitations are not required to state the relative importance assigned to each evaluation factor and subfactor, nor are they required to include subfactors.



RFQ Forms

SF 18 – Request for Quotation

REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)		THIS RFQ <input type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE		PAGE OF	PAGES
1. REQUEST NO.	2. DATE ISSUED	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING	
5a. ISSUED BY		6. DELIVER BY (Date)			
5b. FOR INFORMATION CALL (NO COLLECT CALLS)					
NAME		TELEPHONE NUMBER		7. DELIVERY <input type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)	
AREA CODE		NUMBER		8. DESTINATION	
9. TO:					
a. NAME		b. COMPANY		b. STREET ADDRESS	
c. STREET ADDRESS				c. CITY	
d. CITY		e. STATE		f. ZIP CODE	
g. STATE		h. ZIP CODE			
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date)					
IMPORTANT: This is a request for information and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quote. Any representations and/or certifications attached to this Request for Quotation must be completed by the quote.					
11. SCHEDULE (Include applicable Federal, State and local taxes)					
ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
12. DISCOUNT FOR PROMPT PAYMENT <input type="checkbox"/> 10 CALENDAR DAYS (%) <input type="checkbox"/> 20 CALENDAR DAYS (%) <input type="checkbox"/> 30 CALENDAR DAYS (%) <input type="checkbox"/> CALENDAR DAYS					
NOTE: Additional provisions and representations <input type="checkbox"/> are <input type="checkbox"/> are not attached.					
13. NAME AND ADDRESS OF QUOTER					
a. NAME OF QUOTER		14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION	
b. STREET ADDRESS		16. SIGNER			
c. COUNTY		a. NAME (Type or print)		b. TELEPHONE	
d. CITY		c. TITLE (Type or print)		AREA CODE	
e. STATE		f. ZIP CODE		NUMBER	
AUTHORIZED FOR LOCAL REPRODUCTION Previous edition not usable					
STANDARD FORM 18 (REV. 6-95) Prescribed by GSA-FAR (48 CFR) 53.215-1(a)					

SF1449 – Written Solicitations for Commercial Items

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NUMBER		PAGE 1 OF	
2. CONTRACT NO.	3. AWARD EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE			
7. FOR SOLICITATION INFORMATION CALL:			a. NAME	b. TELEPHONE NUMBER (No collect call)		c. OFFER DUE DATE/LOCAL TIME	
9. ISSUED BY	CODE	13. THIS ACQUISITION IS		14. METHOD OF SOLICITATION			
		<input type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE <input type="checkbox"/> FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> EMERGING SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> (S/A)		15. RATING			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		14. METHOD OF SOLICITATION <input type="checkbox"/> BFG <input type="checkbox"/> BSE <input type="checkbox"/> REP	
15. DELIVER TO	CODE	16. ADMINISTERED BY		17a. PAYMENT WILL BE MADE BY		CODE	
17b. CONTRACTOR/ORDER	CODE	FACILITY CODE		18a. PAYMENT WILL BE MADE BY		CODE	
TELEPHONE NO.				17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN ORDER			
17c. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN ORDER				18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT	
(Use Reverse and/or Attach Additional Sheets as Necessary)							
25. ACCOUNTING AND APPROPRIATION DATA				26. TOTAL AWARD AMOUNT (Per Govt. Use Only)			
<input type="checkbox"/> 27a. SOLICITATION INCORPORATED BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-5 AND 52.212-6 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED				<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATED BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED			
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED				29. AWARD OF CONTRACT: REP. <input type="checkbox"/> OFFER <input type="checkbox"/> DATED: _____ YOUR OFFER ON SOLICITATION (BLOCK 2), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)			
30b. NAME AND TITLE OF SIGNER (Type or print)				31b. NAME OF CONTRACTING OFFICER (Type or print)			
30c. DATE SIGNED				31c. DATE SIGNED			
AUTHORIZED FOR LOCAL REPRODUCTION PREVIOUS EDITION IS NOT USABLE							
STANDARD FORM 1449 (REV. 3/2005) Prescribed by GSA - FAR (48 CFR) 53.215							



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RFQ Example

This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in Subpart 12.6, as supplemented with additional information included in this notice. Applicable FAR provisions and clauses in effect thru Federal Acquisition Circular (FAC) 2019-01. This announcement constitutes the only solicitation; quotes are being requested and a written solicitation will not be issued. This solicitation F2DCDH8347A001 is being issued as a Request for Quotation (RFQ) for Hill AFB, Utah. This procurement is a BRAND NAME SET ASIDE, with a NAICS code of 325520. A single award will be made as a result of evaluation of quotes received. The following commercial items are requested in this solicitation;

Item	Description	Delivery	Unit Price	Total
0001	FM® 300-2K Adhesive Film .08 psf, 48" to Specification: 207-8-434, Revision F, Amendment 1, Class 2, Grade 15 - Unit of Issue: 1,500 Sq Ft.	150 days ARA	\$ _____	\$ _____
TOTAL				\$ _____

Required Delivery: 150 days after receipt of award (ARA)

F.O.B. Place of Delivery: Hill AFB, Utah

SAM Registered: Yes/No

DUNS #: _____

CAGE #: _____

TIN: _____

Discount Terms: _____



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RFQ Example cont'd

All questions shall be submitted to Contracting Officer SSgt Andrew Dowling–
andrew.dowling@us.af.mil no later than 2:00PM MDT, 4 Mar 2019.

All firms must be registered in the System for Award Management (SAM) database at
www.sam.gov and shall be considered for award. All quotes must be sent to Contracting
Officer– SSgt Andrew Dowling andrew.dowling@us.af.mil 2:00PM MDT, 8 Mar 2019.

The following provisions and clauses apply to this acquisition:

- FAR 52.204-16, Commercial and Government Entity Code Reporting
- FAR 52.204-18, Commercial and Government Entity Code Maintenance
- FAR 52.209-7, Information Regarding Responsibility Matters
- FAR 52.209-12, Certification Regarding Tax Matters
- FAR 52.212-1, Instructions to Offerors--Commercial Items
- FAR 52.212-2 Evaluation -- Commercial Items (the Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and delivery terms considered)
- FAR 52.212-3, Offeror Representations and Certifications -- Commercial Items
- FAR 52.212-4, Contract Terms and Conditions-Commercial Items
- FAR 52.212-5, Contract Terms and Conditions Required To Implement Statutes or Executive Orders--Commercial Items
- FAR 52.222-56, Certification Regarding Trafficking in Persons Compliance Plan
- FAR 52.232-18, Availability of Funds
- DFARS 252.212-7000 Offeror Representations and Certifications—Commercial Items
- DFARS 252-212-7001 Contract Terms and Conditions Required to implement Statutes or Executive Orders applicable to Defense Acquisitions of Commercial Items.

Please be advised that this RFQ in no manner obligates the Government regarding award of a contract that results from the issuance of this RFQ.



Responding to an RFQ

- Carefully read and reread the solicitation document, including all applicable schedules, clauses and attachments, to clearly understand the government's request
- Make a copy of the solicitation and highlight all the fill-ins
- Make sure to complete required blocks on SF18 or SF1449
- Provide all information and follow all schedules in the order, time-frame and structure requested
- Respond appropriately, answer all questions
- Review and understand the regulations governing the specific type of solicitation you plan to respond to, i.e., FAR Part 13 Simplified Acquisition Procedures
- If you are not sure about something --- ask questions
- Offer pricing that is fair and competitive
- Provide a timely response that is well-written, error free
- Have a second set of eyes review the response
- Contact the buyer/CO to verify they received your quote



Responding to an RFQ cont'd

- What to Avoid
 - Failure to fully understand the solicitation and governing regulations
 - Incomplete or late submission
 - Including a lot of fluff, but weak on substance
 - Unrealistic pricing
 - Errors in the submission
 - Watch Spelling!
 - If there are evaluation factors, make sure to address each one



Questions???

- Questions/Discussion
- Conclusion
 - Government Purchasing Card (GPC)
 - Small Dollar Acquisitions and Requests for Quotation (RFQ)
 - Working with Federal Government Solicitations
 - Thresholds
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Thank You!



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Government Purchase Card (GPC) GSA Smart Pay Program



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LSI | SOLUTION DEVELOPMENT

GPC – Overview

- The Government Purchase Card (GPC) Program (also known as the GSA Smart Pay Program) provides charge cards to agencies/departments throughout the U.S. Government including:
 - The Department of Defense
 - Veterans Administration
 - Department of Justice
 - Department of the Interior
 - Health and Human Services
 - Department of Agriculture
 - Department of Homeland Security
 - Postal Service
 - Department of Transportation
 - Department of Commerce
 - State and local governments also issue similar cards to their officials

GPC – Purpose

- The GPC Program provides a simplified, streamlined method of purchasing and paying for supplies, services, and construction projects under the micro-purchase threshold.
- GPC purchases account for billions of dollars in contracting and are a critical part of the Government's acquisition process.
- It is the preferred method of procurement for essential supplies, equipment and non-personal services.

GPC – Benefits

- The GPC provides “on the spot” purchasing, payment, and receiving authority for individuals other than contracting or purchasing officers.
 - Reduces procurement costs
 - Replaces the paper-based, time-consuming purchase order process
 - Worldwide Merchant Acceptance
 - Vendors are paid quickly for the supplies and services they provide
 - Easier for small stores and companies to do business with the government
 - No complicated bidding process
 - Increases flexibility and rapid delivery of low-dollar mission-related supplies and services

GPC – Thresholds

- Card Holders are authorized to make purchases up to the Micro Purchase Thresholds (MPT)
 - Open Market items - Open market means items not available from required sources of supply, such as GSA schedule contracts.
 - \$10,000 for Supplies
 - \$2,500 for Services
 - Service Contract Act applies over \$2,500
 - \$2,000 for Construction
 - Davis Bacon Act Applies over \$2,000

GPC – Thresholds Continued

- Card Holders are authorized to make purchases up to \$25,000 under a Contract Schedule; examples are listed below:
 - Indefinite Delivery Indefinite Quantities Contracts (IDIQ's)
 - Blanket Purchase Agreements (BPA's)
 - GSA Advantage – 3 bids or approval from Contracting Officer for sole source
- Contracting Officers can purchase up to the Simplified Acquisition Threshold (SAT) \$250,000.00 under a Contract Schedule.
 - Purchases exceeding the MPT and below the SAT are reserved exclusively for small business.

GPC – Placing an Order

- There are two basic types of transactions when an order is placed:
 - Card-present
 - Card Present Transactions means that the item is purchased in person using the charge card as payment. The card holder physically chooses and purchases the item in the shop.
 - Card-not-present transactions
 - A Card-Not-Present Transaction is a transaction conducted without a physical card. Examples include purchase by phone, or online. *Note shipping cost should be included in price of goods, Free On Board (FOB) Destination.
- Taxes
 - DoD and other Federal Agencies are exempt from paying taxes to any Federal, State, or local authority.

GPC – Placing an Order

- The Card Holder must :
 - Identify the supply or service that best satisfies the requirement, weighing both price factors and non-price factors. For example, higher priced item maybe purchased if it represents a better value; however the vendors must be made aware the award will be made on factors other than price, and what those factors are.
 - Perform basic comparison-shopping. This can be accomplished by comparing prices offered by other vendors for the same or similar item or service. Soliciting and receiving 3 quotes for each purchase, is not required however it is the preferred method to ensure the price is fair and reasonable.
 - Rotate Vendors – FAR Part 13.203(a)(1) of the Federal Acquisition Regulations states that micro-purchases must be distributed equitably among qualified vendors to the extent practicable. This is monitored and if it's found that vendors are not being rotated, the card can be suspended.

GPC – Vendor Payment

- Payments
 - When a GPC purchase is made, the vendor providing the goods/service is paid by the charge card contractor. The government paying agency then reimburses the charge card contractor in accordance with the terms and conditions of the GSA Smart Pay master contracts and the Prompt Payment Act.
- Time Frame for Payments
 - Under the current Government Credit Card Program, vendors are paid usually within 2-3 days of shipment of the order.
 - The Prompt Payment Act (PPA) - Bills are to be paid within 30 days after receipt and acceptance of material/services or after receipt of a proper invoice whichever is later. When payments are late, interest is automatically paid.

Tips for gaining government business

- Government Card Holders are required to rotate vendors and to compare prices offered by other vendors for the same or similar item or service. This is your chance to gain valuable government GPC business. Below are some tips to help you gain this business.
- Website
 - Card Holders often go online and search for local companies to purchase from. Ensure you have a professional looking website that highlights what products/skills your company offers. Including the [SmartPay](#) logo on your site and marketing materials, makes it clear to Card Holders that your company is willing to process GPC purchases.

Tips for gaining government business

- Develop professional relationships.
 - Attend networking events and information sessions. Attend traditional tradeshow and Government Expo events. Network and try to meet the decision makers and provide your capability statement and business card to them. Building a relationship with these decision makers may be the key to winning awards.
- Capabilities Statement
 - Develop a government focused capability statement that is very direct, and very specific to the federal agency's needs you would like to do business with and clearly state how you can fulfill those needs. Tailor your statement to each organization you are trying to reach. Do not use a generic statement.

Tips for gaining government business

- Introduce Yourself
 - Identifying Card Holders may be easier to do at some federal agencies than it will be at others, however; if it is possible to locate card holders, be sure to introduce yourself. Take the time to visit them personally, introduce your business, and work to understand their needs. Remember most Card Holders prefer to do business with companies they already know and trust. The card holder cannot select your business if they are not aware of you.
- Accept Credit Cards
 - It's important that your business accept Credit Cards in order to be able to process a micro-purchase. If your business usually runs through a third party (such as PayPal), the government considers it a "high risk" expenditure and will be less likely to seek you out.

Tips for gaining government business

- Distinguish yourself
 - Provide exceptional service and value. Should you land a GPC buy, ensure your performance is professional and desirable so that your company will be remembered for the next rotation when an opportunity for the same or a similar requirement arises.
- Establish a GSA Schedule
 - Work with your PTAC Regional Manager to see if a GSA Schedule would be a viable fit for your company. Becoming a GSA schedule contractor can be highly profitable. It prequalifies you for most government work you pursue, including competitive bids. *Note: you should be prepared to put the time and effort in required for this process.

Tips for gaining government business

- Trade Groups
 - Consider joining one or more trade groups that provide information and services to small businesses seeking government contracts, such as The American Small Business Chamber of Commerce or The American Small Business Coalition. This could be a great networking opportunity.
- System for Award Management (SAM)
 - While it's not necessary to be registered in SAM for a GPC award, many card holders will search SAM for companies to purchase from. Registering with SAM makes your business visible and accessible to every civilian and military federal agency out there who would otherwise not be aware of what your business has to offer.

Tips for gaining government business

- Resources - Use the resources available to help you find and win government contracts
 - Procurement Technical Assistance Center (PTAC) program helps Utah small businesses to find, bid and win procurement opportunities with federal, state, and local government entities. If you are not already a member, join it's a free service for small businesses.
 - Small Business Specialist - Federal agencies have designated people, which act as advocates on behalf of small business with government contracting officers. You can find a list of Small Business Specialists for several different agencies at the Georgia Tech Procurement Assistance Center web site <https://gtpac.org/useful-links/> Section 3. Knowing the Right People.
 - Small Business Specialists with the Air Force have direct relationships with major commands and bases throughout the country and possess the expertise to help your company identify and respond to every type of procurement opportunity the Air Force offers. You can find a specialist at <https://www.airforcesmallbiz.af.mil/>

GPC – Small Business

- Increasing opportunities for small businesses in federal contracting is a top priority. The Office of Management and Budget (OMB), along with the Small Business Administration (SBA), are working to improve access for small businesses to the Federal market and boost communications about federal business opportunities.

GPC – Conclusion

- Remember people ultimately make the buying decisions. Finding the right people, understanding their needs, and explaining to them clearly how you can help fulfil those needs, is essential to winning contracts.